



AN ISO 9001 : 2000 Certified Company



Fortech Soft India Pvt. Ltd.

Date: 24- 07- 2008

Dear **Mr. Guda Venkata Bhaskar Reddy**,

Welcome to **FORTECH SOFT INDIA PVT LTD**

We are pleased to confirm your appointment with **FORTECH SOFT INDIA PVT LTD** under the policies and procedures of employment as per attached.

**FORTECH SOFT INDIA PVT LTD** is a growth-oriented information technology company. The company is managed with long term, consistent performance and sound financial control management practices.

A highly centralized company with an entrepreneurial spirit, **FORTECH SOFT INDIA PVT LTD** adopts an open philosophy and mind sharing working environment. We will add value for our customers through the skills, innovation and new spirit of our team. Our diversified experience in business and technology allows us to provide total solution in assisting our customers to conduct business effectively in any parts of the world.

We are proud of our team and pleased that you can become a part of it.

**FORTECH SOFT INDIA PVT LTD** 's Human Resource policies and procedure are designed to attract, motivate and retain talented and hard-working employees to achieve the Company's business strategies and objectives to support overall employee well being.

We wish you a long and rewarding career with **FORTECH SOFT INDIA PVT LTD**.



Authorized Signature

6-3-569/1, First Floor, Surana House, Somajiguda, Hyderabad 500083.  
Ph.No: 040-40204599, URL: [www.fortechsw.com](http://www.fortechsw.com)

## Private & Confidential

This letter will constitute your Employment Agreement (Rules & Regulation) with the company.

1. Name : **Guda Venkata Bhaskar Reddy**
2. Appointment Date : **24- 07- 2008**
3. Title : **Software Trainee**
4. Job Responsibilities :

<b>JOB RESPONSIBILITIES</b>	
<b>1</b>	Research and Development on state of art Technology
<b>2</b>	Software design and Analysis
<b>3</b>	Software Programming
<b>4</b>	Testing, Documentation and Quality Control of software
<b>5</b>	Manage Project Activities
<b>6</b>	Represent <b>Fortech Soft India Pvt Ltd</b> Positively and Manage Good customer Expectation
<b>7</b>	Preparing Project Proposal or Tender
<b>8</b>	Update Management on latest Technologies that may improve software development efforts
<b>9</b>	Provide Transfer of Technologies to all team members
<b>10</b>	Provide on-site and off-site computer training
<b>11</b>	Assist team members on project activities
<b>12</b>	Assist office operation and administration

5. Reporting from : **18- 08- 2008**
6. Monthly Compensation : **20,000/-(Twenty Thousand Rupees Only)**
7. Bonus and Commissions : **N/A/-**
8. Total Target Compensation : **2, 40,000 /-(Two Lakh Forty Thousand Rupees Only)**
9. Annual Leave : You shall be entitled to annual leave as follows.

1 <sup>st</sup> Year services	12 Days
2 <sup>nd</sup> -3 <sup>rd</sup> Year	14 Days
4 <sup>th</sup> Year	16 Days
5 <sup>th</sup> Year	18 Days



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For leave application, employees must submit Leave Application Form three days before the intended leaves Date. Leave must be approved by Reported managers. With signatory approval. Company does not observe partial day leave, i.e. half day leave considered one day leave.

10. Medical Leave : 4 days  
Medical leave is valid only accompanied by medical Certification. Failure to submit medical certification regarded as no-show to work. Company will issue warning letter to employees for not showing to work.
11. Dress Code : Formal from Monday to Friday, Saturday is Semi- Formal.
12. Confidentiality : Because of the nature of the Company's business, you are required to sign the enclosed NON-DISCLOSURE AGREEMENT. Please read it carefully, sign and return one copy to the Company for our records.
13. Language : This agreement is made in the English language, which shall prevail over any translation of its term.
14. Normal Working Hours : Normal working-hours are as follows:  
8 Hours  
\*Lunch Hour 1.00 PM – 2.00 PM
- All employees must observe and follow normal office working hours .Due to the nature of company's business, employees may have to stay over the normal office hours .lunch hour is from 1PM – 2PM. Company does not observe any intermediate breaks including Tea- breaks or Smoking –Breaks. Failure to follow Normal Working-Hours Lunch breaks duration, employees will be issued with warning letters.
15. Overtime : For working over-time after 5.30 pm, employees are entitled to claim meal allowance based on receipts , As commission based employee, over-time payment is included as part of commission payment.



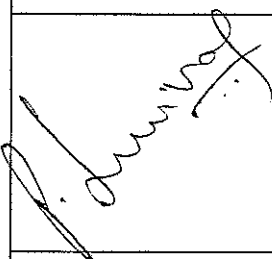
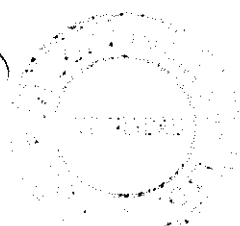
*P. D. Singh*



**Private & Confidential**

16. Attendance : All employees must record and sign daily attendance book for come-in to work and leaving work. For employee whom job required to travel out from office for customers support and sales, they must record Off-Site Record Book and Office White Board. Before travel Off-Site, his/her inform and obtain approval from Reported Managers
17. Termination : Employment will be terminated for mistreated and abused company assets and properties, violated company rules and regulation and broke company's Non-Disclosure agreement Employees for accumulating 3 warning letters on no-show to work, not observing normal working hours , not follow proper attire , and etc. , his /her employment shall terminated without pay and compensation .
18. Resignation : If you decide to resign from the company you are required to give one month notice in **WRITING** to company. Company will pursue **STRICT** legal action if you fail to give one month notice. Salary payment will be paid out after one month of resignation upon investigation on employee for any violation on company regulations and Non-Disclosure Agreement. You shall not join any of the **FORTECH SOFT INDIA PVT LTD's** customers or vendor partners either full-time, Part -time or contractual basis for two years after resignation which **FORTECH SOFT INDIA PVT LTD** has business or Project dealings with. If you would confirm your acceptance to the confirmation under the terms outlined above

Please sign and return a copy of this letter together with the signed copy of NON-DISCLOSURE AGREEMENT to us.

Yours Sincerely	I Accept the terms of Employment as Stated in this Letter,
 	
<b>RESOURCE MANAGER</b> <b>P.Ram Srinivas</b>	(Signature and date) <b>Guda Venkata Bhaskar Reddy</b>